

RECORDS MANAGEMENT COMMITTEE
Council Chambers Conference Room, City Hall
400 Stewart Avenue, Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

July 25, 2003
1:30 p.m.

CALL TO ORDER: City Clerk Ronemus called the meeting to order at 1:41 p.m.

ATTENDANCE: Barbara Jo (Roni) Ronemus, City Clerk
Steve Houchens, Deputy City Manager (excused at 2:39 p.m.)
John Redlein, Assistant City Attorney (excused)
Mark Vincent, Director, Finance & Business Services
Joseph Marcella, Director, Information Technologies
Richard Goecke, Director, Public Works (excused)
Mary Ann Sosa, Public Works (Designee arrived at 1:47 p.m.)
Radford Snelding, City Auditor (excused)
Mike Hougen, Information Technologies
Beverly Bridges, Chief Deputy City Clerk (Arrived at 2:12 p.m.)
Sharon Kuhns, Records Administrator
Angela Crolli, Deputy City Clerk

ANNOUNCEMENT MADE RE COMPLIANCE WITH THE OPEN MEETING LAW -
Meeting noticed and posted at the following locations:

Las Vegas-Clark County Library District, 833 N. Las Vegas Boulevard
Senior Citizens Center, 450 E. Bonanza Road
Clark County Government Center, 500 S. Grand Central Pkwy
Court Clerk's Bulletin Board, City Hall Plaza
City Hall Plaza, Posting Bulletin Board

(1:41)

1-1

BUSINESS:

1. APPROVAL OF FINAL MINUTES BY REFERENCE OF THE RECORDS MANAGEMENT COMMITTEE MEETING OF MAY 16, 2003

MARCELLA - Motion to APPROVE – VINCENT seconded the motion – UNANIMOUS with Redlein, Goecke, and Snelding excused

There was no discussion.

(1:42)

1-17

2. REPORT AND POSSIBLE ACTION ON THE STATE OF NEVADA OFFICE OF THE ATTORNEY GENERAL OPINION NO. 2003-01 PUBLIC RECORDS: OPEN MEETING LAW.

MARCELLA – Motion to STRIKE – VINCENT seconded the motion – UNANIMOUS with Redlein, Goecke, and Snelding excused

City Clerk Ronemus indicated that Items 2 and 3 are items to be discussed by City Attorney Redlein. Since he could not be present, she recommended they be stricken.

(1:42 – 1:43)

1-31

3. REPORT AND POSSIBLE ACTION ON THE 2003 NEVADA LEGISLATIVE MEASURES.

MARCELLA – Motion to STRIKE – VINCENT seconded the motion – UNANIMOUS with Redlein, Goecke, and Snelding excused

City Clerk Ronemus indicated that Items 2 and 3 are items to be discussed by City Attorney Redlein. Since he could not be present, she recommended they be stricken.

(1:43)

1-43

4. REPORT AND POSSIBLE DISCUSSION ON THE STATUS OF THE RECORDS STORAGE FACILITY AND ARCHIVES.

City Clerk Ronemus gave a status report on the Records Storage Facility and Archives, and indicated that she met with Pat Batte from Public Works to discuss the facility. A media vault was looked at, which will contain the Clerk's records, tapes from Communications, and records from the Finance Department that need to be in a controlled environment. A 400-square foot facility was first looked at for the vault, which has now doubled in size. There is an election room to store election records, which can only be opened by a court order, that has been made smaller. A mezzanine was not recommended. There will be ground level storage with storage shelves. It will keep the ceiling lower, and the cost down. The location has been changed to Buffalo and Cheyenne. The facility lot has room for expansion. She suggested that the facility be moved closer to Buffalo because the loading is located on the other side of the building. One of the questions was whether the facility should be built now with additional office space. Her opinion is that it would be for future use. Plans should include the accommodations for computers and staff. In the meantime, that space could be used for storage. There will a kitchen with a sink, small refrigerator and microwave. She mentioned that this item will be placed on future agendas for updates. Ms. Sosa verified with City Clerk Ronemus that the facility would be completed by 2005.

Mr. Hougen added that a portion of the facility will be utilized for storage of computers that were taken out of service that either will be redistributed to the labs or surplus back to the manufacturer or the community. Currently, three storage spaces are being rented by IT and will be relinquished once the facility is built. The more permanent records will be stored in the media vault. The normal day-to-day backup, will still be maintained by a service that comes and delivers on a day-to-day basis, but the original software records, all historical backups that are kept in perpetuity will be stored in the facility. City Clerk Ronemus added that IT is looking at a 10 by 10 area in the climate-controlled vault and 1,000 square foot staging area with a chain link within the facility for approximately three to five years. Once the facility is complete, it is anticipated to accommodate a ten-year growth on the media vault and a five-year growth on the storage facility. She pointed out that records can be stacked up to 14 feet and the floor space is 11,000 square feet without the mezzanine.

Mr. Hougen stated that through the implementation of EDM (Electronic Document Management) the amount of records stored at the facility would diminish. Mr. Marcella mentioned that statistically 84% of the paper that is produced from the mainframe has been eliminated. The EDM will further reduce the usage of paper from 35 to 50%. City Clerk Ronemus pointed out that as people become more familiar and comfortable with technology, EDM will be used more and more.

Deputy City Manager Houchens asked if additional space would be created in City Hall once the facility is complete. City Clerk Ronemus replied that it could. Ms. Kuhns added that currently there is 875 square feet of record storage space at City Hall. City Clerk Ronemus stated that many of the departments have a tendency to keep records for a long time, but once they get used to the rotation and the ability to find and retrieve, they may find they do not need to leave more than a full year of files in the office. They may keep just the active files.

(2:00 – 2:12)

(1-59)

5. REPORT AND POSSIBLE DISCUSSION ON THE EDM CONSULTANT IMERGE FINAL REPORT.

Mr. Marcella indicated that a great deal of time has been spent trying to align records management with what the alternative would be in the future, which is electronic application, as well as the integration with the current system. A consultant group was hired to do a requirement definition in each department and the results of that analysis will provide for a blueprint to move forward. He introduced Mr. Hougen, who gave an overview of the analysis findings, risks and opportunities.

Mr. Hougen explained that a year ago the City contracted with a company called Imerge to study the electronic document management requirements for the City. Meetings were held with all City departments to determine what their requirements were. As a result, Imerge presented a report on the status of the City's current EDM opportunities and outlined the risks dealing with what is needed to move forward. Some of those risks are reviewing the City's current file repository, its

structure and format. Additionally, it was determined that an implementer is needed to implement EDM as an enterprise project. The City entered into negotiations with Imerge to become the implementer and requested a proposal.

Mr. Hougen pointed out that the City is moving toward distributing image capture with the result of its network multi-functional devices throughout the City. To help with the distributing image capture, a program called Kofax will be utilized. Total implementation time for the EDM process will be approximately three to four years. He provided copies of the City Manager Information Report, which includes a summary of the entire plan. The report outlines the current status, opportunities and recommendations of what the City needs to do to ensure that once EDM is implemented in the enterprise it will be successful and be recognized as a state-of-the-art system that should help current and future needs.

Mr. Marcella added that there is a tight coupling in what is necessary for workflow management, the life cycles for documents and the opportunity with EDM retrieval, so that going forth from here on is based on the building of the records facility, the implementation of enterprise application software that is Oracle and the Hanson applications. The document component from agendas to plans documents are going to be handled consistently and more frequently in electronic format. There always will be that end-life cycle of how they get archived, disposed or distributed and how they get managed.

Mr. Marcella indicated that EDM workflow is currently in process in certain departments; City Clerks Office, Planning and Public Works. This makes coordinated enterprise effort that fits within the parameters and guidelines of records management, both what is dictated from the paper perspective and what is coming out of the legislature for electronic documents, signature authority, authentication and recovery. The funding for this particular project is coming out of internal service funds, based on the fact that the entire community uses it. The net result of all of this is substantial savings, not only in hard copy, but also in time and administration. Imerge is responsible for giving an executive overview, but rather than having them come and give a PowerPoint presentation, staff will make that presentation in December. It is not unusual for a company to do the evaluation and then also the implementation. He feels comfortable that Imerge will be an appropriate implementer.

City Clerk Ronemus pointed out that departments seem to feel that imaging is the answer to everything. She cautioned that what is imaged is required, needed and used daily. There is no reason to image something that has a six-year retention and never looked at again.

Mr. Marcella indicated that the analysis showed that each document has its own grouping and life cycle. A primary example would be a document that is consistently retrieved or going through a work process, like a permit. Obviously, it needs to be retrievable, have the ability to modify, control it, and needs to have authorization. When the process is done it falls into a whole different category, which is a life cycle and a transition. If a document has to be kept forever, electronic format is inappropriate and it needs to be transferred or translated to something else.

Mr. Vincent stated that there is no need to have a physical image of the actual permit because the Hanson workflow has captured that information. Mr. Marcella agreed and added that it is an electronic record rather than a piece of paper. There is no need to replicate everything. An example could be license applications and the importance of having the signatures on the applications and having that as a record. Mr. Marcella indicated that a lot of that analysis has been done and is in a matrix, as part of this overall study. It would recognize the flow, the final disposition, what the paper inventory is and whether it should be paper and in electronic. There are some things that should never be a piece of paper. City Clerk Ronemus noted that it would be up to the department to determine when that record becomes the record. Mr. Hougen indicated that the report identified that multiple copies of the same documents are stored in different departments. Having a central repository for that document electronically will eliminate that, and then the various departments can pick it up from one central area and utilize only what is needed. The report also identified the potential for savings space, both electronic and paper.

Mr. Vincent indicated that the City of Las Vegas is one of the few organizations that has this centralized opportunity where EDM or even records managements can be done in some sort of coordinated, cohesive, collaborative fashion. Each department would be separate, even the personnel files would be separate. But in this fashion, since everyone has access to Oracle, they could get portions or the entire personnel record for their own employees. It covers all the disciplines, from computer originated laser discs right on through to the file folder fashion, which is what a personnel record is. This approach almost duplicates what is typically done with paper. In this fashion, the public can access public record documents when they need them.

(1:43 – 2:00)

1-55

6. DISCUSSION AND POSSIBLE ACTION ON PROPOSED RESOLUTION THAT MAY EFFECT CONTRACT RECORD RETENTION.

Mr. Vincent explained that the Resolution deals with delegation of purchasing authority that was created from the 2001 Legislative Session, and shortly thereafter, the City Council passed a resolution attempting to delegate certain authority of the Council to the City Manager and others. Modifications to the resolution were needed and in the course of doing that the question came up about record custodianship. The City Clerk suggested that it might be a good place within this resolution to settle the issue of who is the custodian of what records so that they could easily be found when needed. He referred to page 4 where it explains that the City Manager delegates his approval authority to Deputy Directors, to the Director of Finance and or the Purchasing Manager. The Director of Public Works specifically for Architectural and Engineering Consulting Contracts, and the Director of Leisure Services for their facility or park agreements because they execute those. If a department is not one of the specific exemptions under C or D, they will have to go through Purchasing and Contracts with any kind of agreement or contract.

On page 6 under Custodian of Records, Mr. Vincent explained that currently any contracts or agreements \$25,000 and over go through the Council for approval and anything under that do not.

The concept was that if they are going through the Council agenda, it made sense to have the City Clerk be the primary record holder. However, the issue came up that not all the modifications or changes of those contracts are received. He indicated that upon discussion with Kathy Rainey an arrangement has been worked out whereby every contract of \$25,000 and over that is on the City Council agenda and any subsequent modifications, the City Clerk is getting a copy. Since the Architectural Engineering Consulting Contracts and Leisure Services Contracts do not go through Purchasing, a copy of that contract has to be attached to the agenda item or somehow those departments have to make sure they get the modifications to the City Clerk office. Per this resolution everything under \$25,000 would have to go through Purchasing and Contracts and they would be the primary record holder. In fact, that is what is currently established.

City Clerk Ronemus stated that contracts have a six-year retention and that the City Clerk's Office does not want to keep them permanently. Therefore, once the process changes, the City Clerk Office plans to no longer, keep those contracts in the minutes. This resolution would certainly help the City Clerk's Office, and it would no longer be the department to maintain the permanent copy. Mr. Vincent added that he does not see any problem with the Department of Finance and Business Services being the primary record keeper and then disposing them according to the record retention schedules. City Clerk Ronemus was of the opinion that the proposed resolution is a good idea, as long as one office is designated to keep those records, so that a member of the public is not sent to different locations to find a document.

City Clerk Ronemus addressed two corrections that need to be made to the resolution. On page 4, B, Subsection 1d an authorized representative should be added for the Department of Leisure Services, and on page 6 B, Subsection 4, Deputy City Directors should be changed to Deputy City Manager. Mr. Vincent indicated that this resolution is consistent with what he discussed with the Directors. City Clerk Ronemus indicated that everybody's goal is how these contracts are processed and who will have them. Mr. Marcella concurred that a central repository makes perfect sense for the contracts and modifications. Mr. Vincent added that if they all go through Purchasing and Contracts they would then be governed by the record retention schedules that apply to contracts and agreements. City Clerk Ronemus warned that it would be a huge job requiring re-looking at the processing. Mr. Marcella asked if it might be possible to research the electronic signature. Mr. Vincent stated that many of these agreements, by changing the practice and moving towards putting terms and conditions in the Purchase Order document, could do away with the need to have an agreement. Through the use of the business system there are additional ways to minimize the amount of paper.

Chief Deputy City Clerk Bridges asked for clarification on A-4. She indicated that she prepares a list of agreements and miscellaneous items that have a dollar amount attached to most of them that are approved by Council. She asked if these fall into this resolution. Mr. Vincent replied that the joint agreements would fall under Purchasing and Contracts. The context of 4 does not pertain to all of the documents. It is the contractual commitments. NRS Chapter 332 is for public purchase and 338 is Public Works projects. These are all under the context of contracts or agreements for services. It does not cover bills of sale or CDBG grants. City Clerk Ronemus and Mr. Vincent

discussed that those agreements or contracts under \$25,000 go to both the Director of Public Works and to the Director of Leisure Services.

Chief Deputy City Clerk Bridges commented that current engineering and design contracts that come to Council may have a cost of a million and some a thousand dollars. She asked if those would still go to the Director of Public Works for signature. Mr. Vincent replied in the affirmative. Section D has to be rewritten to reflect that. Originally anything that goes to Council the City Clerk's Office keeps. Anything that does not either goes to Public Works, Finance or Leisure Services who become the primary record holder and retain those contracts in accordance with the record retention schedule.

Mr. Vincent discussed with Chief Deputy City Clerk Bridges that if this resolution were to pass, Public Works would be the delegated authority to have the contracts signed. Once the Council approves the contract, the director of Public Works would sign the contract, regardless of its amount. The Clerk's Office would be out in all cases. The Director of Public Works' procedure would be if it is under the threshold, he could execute without Council's approval. If it is over the threshold he has to place the item on the agenda, get Council's approval, once they approve, then he can execute it. In either case, he would be the primary record keeper. The resolution needs to be changed to reflect that. He indicated that the contracts were going to the City Clerk to execute because of the attestation of signature. City Clerk Ronemus pointed out that Assistant City Attorney Redlein had mentioned that the attestation was not necessary, but she was not able to find out why.

Chief Deputy City Clerk Bridges reiterated that the statement on page 4 is too broad, and agreed with City Clerk Ronemus that the resolution needs to be very explicit. Mr. Vincent noted that some of the Real Estate item issues do not have a threshold and all go on Council agenda. The genesis of this resolution pertained to 332 and 338 specifically because of the change. During the Legislative session they added authorized representatives for 338 as well as 332, giving the opportunity to delegate, assuming Council will agree to delegate. But the issue is whether or not the threshold is to be raised from \$25,000 to something else. Deputy City Manager Houchens commented that there should consistency in all types of agreements. City Clerk Ronemus pointed out that an EDM component should come into these.

(2:12 – 2:40)

1-1036

CITIZEN PARTICIPATION:

Fred Cuzens asked if contracts of \$25,000 to \$100,000 would be taken off the agenda. Mr. Vincent replied that the proposal has not been formally proposed to the City Council. Mr. Cuzens asked the procedure to object to a bid in that range. Mr. Vincent replied that all contracts have a protest provision. After the bid process, everyone that bids on a job gets notified of the City's intent to award, and from that point they have three days to protest that award. The first level of protest would be to go through the Purchasing and Contracts Manager. If the protester is not

satisfied, then it goes to City Council. There is a specified time-period of three days to protest the bid. The bid is not awarded until that protest is resolved.

On a different matter, Mr. Cuzens commented that he frequently obtains records from the City Clerk Office at a dollar a page. He asked if consideration could be given to pay a dollar for the first page and a reduced price for the remaining pages. City Clerk Ronemus replied that that issue was looked at when that resolution was originally passed. A member of the public can always look at documents at no charge.

Mr. Marcella commented that the City is always looking for alternatives. The City's goal is to have documents available for the public through a search in some type of format, like PDF, which would be free to the public. As an example, he indicated that a map could be custom-built by GIS for \$35. However, today anyone can custom-build it on the web site and print it on a plotter size document at no cost. Publications are also being looked as combination pages, not necessarily a dollar a page.

(2:40 – 2:46)
1-2145

ADJOURNED:

VINCENT - Motion to ADJOURN – SOSA seconded the motion – UNANIMOUS with Redlein, Goecke and Snelding excused

The meeting adjourned at 2:46 p.m.

/ac